

100-DESK SOP-107
CREATED 04/23/04

DESK OPERATING PROCEDURE 0107
REPORTS AND ANALYSIS DIVISION
APRIL 2004

GOVERNMENT WIDE ACCOUNTING (GWA) PROCEDURE
MONTHLY PROCEDURE – SF1219/1220

Double click on the **FMS System icon** on the desktop. (The computer is a stand-alone)

Enter **user ID** and **Password**. You must have a secure ID card.

Click the **Dial** button.

Once you are connected click on the **Internet Explorer icon**. This will take you to the FMS In Touch home page.

Click on **Programs** hyperlink.

Click on the **GOALS II/FACTS II** hyperlink.

Click on the **FMS 1219 (Production)** hyperlink.

Enter your **User ID**.

Enter your **Password**.

Click **OK** on the message blocks after reading them.

Click on the **File** button.

Select **New Month Original**.

Click the **Part (A) Increases** button.

Note: Once the totals have been entered a red symbol will appear before each section total until the detail amounts are entered and are in balance.

For each category enter the **corporate total dollar amounts** from the CEEMIS report in the following sections:

2.10 2.11 2.12 2.34 2.37

Click on each **category button** and enter the following for each month/year:

DSSN
Issue date
Amount

Hit the **SAVE** button. If everything is in balance the red symbol will disappear.

Click the **Part (A) Decreases button**.

For each category enter the **corporate total dollar amounts** from the CEEMIS report in the following sections:

4.10 4.20 4.34 4.36 4.37

Hit the **SAVE** button.

Click on each **category button** and enter the following for each month/year:

Appropriation
Dollar amount

You must enter a separate line for receipts and disbursements for each appropriation.

Treasury may require the appropriation to be entered in a specific way: if so contact U.S. Treasury for details.

Hit the **SAVE** button. If everything is in balance the red symbol will disappear.

Click the **Part (B) B/C Analysis button**.

For each category enter the **corporate total dollar amounts** from the final CEEMIS corporate report in the following sections:

6.10 6.20 6.50 6.70

Click on each **category button** and enter the following for each month/year:

DSSN
Issue date
Amount

Hit the **SAVE** button. If everything is in balance the red symbol will disappear.

Hit the **FILE SAVE** button.

Print a copy of the SF1219/SF1220 before submission and double check the following:

The DSSN's posted to each line item.

The total and line item dollar amounts posted to each appropriation.

The line item dates.

Click the **FILE Button**.

Select the **Transmit Button**.

Transmit the report.

Print at least six copies.

Provide copies to:

CFO (1)
Disbursing Section (2)
Maintain at lease three copies in your files.

Log off system.

For specific appropriation information contact U. S. Treasury.

Created by: Randy Collins 4/23/04
Revised by: